

# MSI Capital Group

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## Apartment Application Questionnaire

Property name \_\_\_\_\_  
Property address \_\_\_\_\_  
Property City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### Concerning the property, tell me: (Section I)

1. What is the real estate bill for last year? \_\_\_\_\_
2. Assessors Parcel No.(Tax ID #) \_\_\_\_\_
3. Are there any abated taxes? \_\_\_\_\_ Are taxes fully assessed at this time? \_\_\_\_\_
4. If not what is the expected full assessment? \_\_\_\_\_
5. What is the property Insurance bill for last year? \_\_\_\_\_
6. What date does the Insurance premium expire? \_\_\_\_\_
7. Are there any regulatory or deed restrictions concerning the property? \_\_\_\_\_  
If yes, please explain: \_\_\_\_\_
8. What is the current physical occupancy? \_\_\_\_\_

### Concerning the improvements, the site & who lives there: (Section II)

1. Send me an old appraisal if you have one. We'll send it back if you want us to.
2. Tell me:  
How many buildings? \_\_\_\_\_ How many stories? \_\_\_\_\_  
When was this property built? \_\_\_\_\_  
When was it last renovated? \_\_\_\_\_ Amount of renovations: \$ \_\_\_\_\_  
Description: \_\_\_\_\_  
How many units? \_\_\_\_\_ Please describe the breakdown of units with each unit type,  
how many of each type and the square footage of each type: \_\_\_\_\_  
\_\_\_\_\_  
What type of construction? \_\_\_\_\_  
# parking spaces covered? \_\_\_\_\_ Uncovered? \_\_\_\_\_ Garage? \_\_\_\_\_  
What is the site size? \_\_\_\_\_
3. What percentage of the units are leased to: Students? \_\_\_\_\_ Section 8? \_\_\_\_\_  
Military? \_\_\_\_\_ retirees? \_\_\_\_\_ blue collar? \_\_\_\_\_ professionals? \_\_\_\_\_  
How many corporate units? \_\_\_\_\_ How many furnished units? \_\_\_\_\_  
How many studio units? \_\_\_\_\_  
If section 8 or other subsidized rents:  
What are the requirements and obligations of the owner? \_\_\_\_\_  
\_\_\_\_\_
4. Is the property Mixed-use? \_\_\_\_\_ if yes, How many commercial units? \_\_\_\_\_  
If yes, what is the total rentable sq. ft. of commercial property? \_\_\_\_\_  
If yes, describe the types of business in the commercial units. \_\_\_\_\_
5. If this is a Mobile Home Park: Are the park roads paved? \_\_\_\_\_  
How many of the actual mobile homes are owned by the park? \_\_\_\_\_  
What is the construction of the pads: \_\_concrete \_\_asphalt \_\_gravel \_\_other: \_\_\_\_\_
6. What is the current estimated market value of the property? \$ \_\_\_\_\_

**If this is a refi: (Section III)**

1. What is the existing loan balance? \$ \_\_\_\_\_ P & I payment? \_\_\_\_\_  
Interest Rate? \_\_\_\_\_ Call or due date? \_\_\_\_\_  
Lender Name? \_\_\_\_\_  
Can this loan be prepaid? \_\_\_\_\_ What is the prepayment penalty? \_\_\_\_\_
2. When did you buy the property? \_\_\_\_\_ What was the purchase price? \_\_\_\_\_  
What was the down payment? \_\_\_\_\_ Was it a trade or straight purchase? \_\_\_\_\_

**If this is a purchase: (Section IV)**

1. What is the purchase price? \_\_\_\_\_ Forward a copy of the purchase agreement.
2. What is the source of your down payment and closing cost? (select below)  
\_\_\_ Cash – Please list account #'s: \_\_\_\_\_  
\_\_\_ 1031 Exchange – Is the exchange complete? \_\_\_\_\_ Balance in exchange account \_\_\_\_\_  
\_\_\_ Equity from other properties-Property address: \_\_\_\_\_  
Property Description: \_\_\_\_\_ When will this transaction be complete? \_\_\_\_\_  
\_\_\_ Other – Description: \_\_\_\_\_
3. What physical condition is the property in? \_\_\_\_\_  
Describe any deferred maintenance? \_\_\_\_\_  
Estimated \$ amount: \_\_\_\_\_
4. What is the dollar amount of any anticipated repairs or improvements you are going to immediately make above your down payment? \_\_\_\_\_
5. What date does your earnest money go hard? \_\_\_\_\_  
Is there a financing contingency beyond this date? \_\_\_\_\_  
If yes, by what date must you have a commitment? \_\_\_\_\_  
(Tell me the drop dead date)
6. What is the closing date? \_\_\_\_\_
7. Is this an exchange or a straight purchase? \_\_\_\_\_
8. Why are you buying this property? \_\_\_\_\_

**Concerning the borrower: (Section V)**

1. What is the name of the borrowing entity? \_\_\_\_\_
2. What is the entity structure? \_\_\_\_\_ Formed in what state? \_\_\_\_\_
3. Is the borrower a single asset entity? \_\_\_\_\_ If no, can it become one? \_\_\_\_\_
4. Tell us who owns what percentages of the borrowing entity \_\_\_\_\_
5. Who is the key principal (who signs the closing papers)? \_\_\_\_\_
6. What is the key principal's social security #? \_\_\_\_\_
7. What is the key principal's birth date? \_\_\_\_\_
8. What percentage of the deal, either directly or indirectly does the key principal own? \_\_\_\_\_
9. Brief description of key principal's multi-family ownership or management experience – number of units, dates, etc.
10. Any past credit issues on borrower/key principal we need to be aware of? \_\_\_\_\_

**Concerning the management: (Section VI)**

1. What is the name of the management company? \_\_\_\_\_
2. How many units does this company currently manage? \_\_\_\_\_
3. What is the name of the on-site manager? \_\_\_\_\_
4. How many units does the borrower currently own? \_\_\_\_\_
5. How many units has the borrower owned in the past? \_\_\_\_\_
6. What management responsibilities have they preformed? \_\_\_\_\_

**Concerning the loan you want us to give you: (Section VII)**

1. What is the current estimated market value? \_\_\_\_\_
2. How much is your loan request? \_\_\_\_\_
3. If this is a refi, what is the reason for your request? \_\_\_\_\_  
\_\_\_\_\_
4. What do you think the loan to value will be? \_\_\_\_\_
5. Tell us what terms you would like: Term: \_\_\_\_\_ yrs Amortization: \_\_\_\_\_ yrs  
Rate Requested: \_\_\_\_\_ % Fixed for how long? \_\_\_\_\_ yrs Rate variable \_\_\_\_\_ %  
Rate requested \_\_\_\_\_ % Loan to Value \_\_\_\_\_ %

**6. Concerning the terms of your loan, prioritize the following in order of importance To You:**

- a. Maximum Loan Dollars/Loan to Value: \_\_\_\_\_
  - b. Interest rate: \_\_\_\_\_
  - c. Low closing cost: \_\_\_\_\_
  - d. Lowest overall financing cost: \_\_\_\_\_
  - e. No Personal Recourse/Guarantee \_\_\_\_\_
  - f. Long Loan Term or No Balloon \_\_\_\_\_
  - g. Assumable by future buyers \_\_\_\_\_
  - h. Future supplemental borrowing  
Provided (via 2<sup>nd</sup> or 3<sup>rd</sup> mortgage) \_\_\_\_\_
  - i. Ability to pre-pay loan \_\_\_\_\_
7. What features do you not want in your loan? \_\_\_\_\_  
\_\_\_\_\_
  8. When do you this loan to close? \_\_ 30 days \_\_ 45 days \_\_ 60 days \_\_ 90 days  
For 90 days or more what date? \_\_\_\_\_ \_\_ no urgency
  9. Is there a deadline your under? \_\_ if yes, please explain \_\_\_\_\_  
\_\_\_\_\_ Deadline date: \_\_\_\_\_
  10. How long do you plan to keep this property? \_\_\_\_\_  
What is your exist plan:  
Sell \_\_\_\_\_ Exchange \_\_\_\_\_ Hold Indefinitely \_\_\_\_\_ No definite plan \_\_\_\_\_
  11. How do you plan to retire this loan?  
Refinance \_\_\_\_\_ Sell or Exchange/Have it assumed \_\_\_\_\_ Fully Amortize \_\_\_\_\_  
Payoff in Lump Sum \_\_\_\_\_ Not Decided \_\_\_\_\_
  12. What is your most important priority or issue regarding this loan? \_\_\_\_\_  
\_\_\_\_\_

**Contact Information: (Section VIII)**

1. What is your name? \_\_\_\_\_
2. What is your company name? \_\_\_\_\_.
3. What is your street address? \_\_\_\_\_
4. What is your phone #? \_\_\_\_\_
5. What is your fax #? \_\_\_\_\_
6. What is your cell #? \_\_\_\_\_
7. What is your email? \_\_\_\_\_

**Needs List for conditional loan approval:**

- 1) New Loan Profile Checklist
- 2) Apartment Application Questionnaire
- 3) Current Rent Roll
- 4) 2 years and YTD Income and expense statement
- 5) 5 digital photos of subject property
- 6) Personal financial statement or 1003 on Key Principal

Please send scanned copies via email to:

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OR

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